



## STUDENT RESPONSIBILITY POLICY AND PROCEDURES

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| ENDORSED BY:               | COLLEGE EXECUTIVE              |
| MANAGEMENT RESPONSIBILITY: | DEPUTY PRINCIPAL PASTORAL CARE |
| DISTRIBUTION:              | ALL STAFF                      |
| EFFECTIVE FROM:            | 28/02/2022                     |
| SUBJECT TO REVIEW:         | EVERY 3 YEARS                  |

**RATIONALE** The Student Responsibility Policy and Procedures documents the Pastoral Care provided at Monte Sant' Angelo Mercy College. The College is committed to the principles of acknowledging God's presence in the world and therefore demonstrating respect for others, personal responsibility and integrity, and a commitment to use one's talents for the good of the whole community. It is expected that both staff and students model the values of mercy and justice in their interactions at school.

**PURPOSE** To document the application of discipline in the context of the wider Pastoral Care of students. It is essential that staff are seen to be fair and consistent in the use of the Student Responsibility Policy and Procedures so that students are encouraged to practice self discipline.

### RELATED POLICIES AND GUIDELINES

- Pastoral Care Policy
- College Camp Guidelines
- Harassment and Anti-Bullying Policy
- Discipline Guidelines and Procedures

### A. PRINCIPLES AND PROCEDURES

#### 1. Students act with respect, dignity and justice toward one another

- 1.1 Students are expected to behave in a respectful manner. Students who display unacceptable and disrespectful behaviour may be reported to their Head of Year.

#### 2. Students respect their learning environment

- 2.1 Students are expected to behave responsibly in classrooms and learning areas. This demonstrates respect for their teacher, and for their own and their peers' academic wellbeing.
- 2.2 Students are required to use learning resources responsibly and bring all necessary equipment to class. The classroom teacher will monitor the use of equipment.
- 2.3 Students are expected to behave appropriately within each learning environment. Teachers will work closely with students to support them to do so.

- 3. All students are issued with a College Planner to assist academically with developing self-discipline and time management**
  - 3.1 The Planner is not a personal document. It is a planner that acts as a means of communication between the teacher and parents or carers.
  - 3.2 Students are responsible for the contents of their own College Planner. Students are not permitted to write in or modify any Planner other than their own.
  - 3.3 The Planner may be read at any time by any member of staff in order to assess that it is being used appropriately. Consequences apply for any misuse.
  
- 4. The College Uniform identifies the students' connection with the College and, as such, the College seeks to ensure it is worn correctly at all times.**
  - 4.1 Students are expected to wear the uniform correctly and be attentive to their personal presentation as a representative of the College. Failure to wear the complete and correct uniform results in consequences.
  - 4.2 While the College respects the rights of the individual, as a member of this community wearing the correct uniform with pride is an expectation.
  - 4.3 Students wearing the College Uniform in public are representatives of the College and its values.
  
- 5. Students care for and respect their College environment**
  - 5.1 Students care for all College property and ensure that their environment is kept clean and undamaged.
  - 5.2 Students observe the College rules to maintain a safe and healthy environment.
  
- 6. The College respects students' privacy in regard to personal possessions – though conditions apply.**
  - 6.1 If a student is reasonably suspected of possessing items not permitted by the College, the student will be asked to empty their bags and/or have their locker searched.
  
- 7. The sexual harassment involving students over the age of 16 is unlawful under the Federal Sex Discrimination Act 1984.**
  
- 8. Monte Sant' Angelo Mercy College is committed to providing all staff and students with a working and learning environment free from sexual harassment**

## **B. EXPECTATIONS**

- 1. Students act with respect, dignity and justice toward one another and staff**
  - 1.1 Students must not: bully, harass, threaten or harm (verbally, emotionally, physically or electronically), or disrespect any member of the College community.  
  
If students fail to treat their peers with respect there are consequences. College staff will work closely with students to support them to correct their behaviour. They may be reported to their Head of Year, who will take appropriate action and may need to follow the Harassment and Anti-Bullying Policy. This may involve a conflict resolution/restorative justice process, a referral to the Counsellor or Director of Middle or Senior School, and then to the Deputy Principal Pastoral Care. In serious cases, parents will be asked to attend an interview with a Director, a Deputy or the College Principal.
  
- 2. Students respect their learning environment**
  - 2.1 Arrive promptly to class.
  - 2.2 Bring the correct equipment to all classes. Failure to do so disrupts the whole class and makes effective learning difficult.

- 2.3 Students displaying disruptive behaviour are dealt with the following consequences:
- They may be required to follow a seating plan devised by the teacher;
  - They may be given time out in the classroom, or out of the classroom according to this policy and outline that follows;
  - They may be required to attend a meeting with the Head of Department, parents and a Deputy Principal.

**3. All students are issued with a College Planner to assist academically with developing self-discipline and time management. The Planner is not a personal document and is to be used in the following way:**

- 3.1 Homework and assignments are to be recorded accurately in the Planner when the work is set to ensure all homework must be completed by the due date.
- 3.2 If students fail to meet academic commitments, there are consequences appropriate to their stage. As needed, the College will make contact with their parents/carers to work in partnership to support the student.
- 3.3 The Planner must remain useable at all times. If found to have been defaced or vandalised it must be replaced at the cost to the family.

**4. The College Uniform identifies the students' connection with the College and, as such, the College seeks to ensure it worn correctly at all times. Expectations include:**

- 4.1 Students are expected to wear the correct uniform.
- 4.1.1 Students must wear the College uniform specific to their stage and on particular days, as instructed by the College staff and the approved uniform appropriate to the occasion/activity.
- 4.1.2 Students must adhere to particular requirements related to the uniform, for example:
- The College jumper is not to be worn outside the College campus unless worn under the blazer.
  - The College vest or blazer may be worn with the summer uniform.
  - The top button of all uniforms is to remain fastened at all times.
- 4.1.3 If a student has a valid reason for wearing the uniform incorrectly, a note of explanation from a parent or carer must be provided to the Head of Year for their approval and at their discretion. If the explanation is approved, the student is issued with a uniform pass for the day.
- 4.1.4. If a student is wearing the incorrect uniform without permission or if her uniform is in a state of poor repair, she may be taken to the College Shop by the Deputy Principal Pastoral Care to purchase replacement items. These can be paid for at the time or the cost will be placed onto the family account.
- 4.1.5 Students are permitted to wear the following jewellery items only:
- a watch
  - one pair of small, simple sleepers or studs in the lower earlobe. Sleepers may be silver or gold, non-decorated metal. Multiple earrings are not permitted.
  - A chain with an appropriate cross.
- 4.1.6 Students are not permitted to wear the following jewellery:
- Nose, eyebrow, tongue or similar body piercings. Students may be withdrawn from class until they meet this expectation.
  - Jewellery worn that is not permitted will be confiscated by the College and placed at Reception where it can be collected at the end of each term. The College does not accept responsibility for personal jewellery items. Confiscated jewellery deemed valuable can be collected from the College by the parent or carer after an application is made to the Head of Year or Deputy Principal Pastoral Care.

- 4.2 While the College respects the rights of the individual, certain types of personal expression are not permitted. This includes, but is not limited to, the following:
- Extreme, radical or unnatural hair styles or colours
  - Eyelash extensions and false eyelashes
  - Fake tan
  - Visible tattoos
  - Nails with unnatural appearance
- 4.3 Students wearing the College Uniform in public are representatives of the College and its values.
- 4.3.1 Students are to wear their full College uniform on and off the College premises.
- 4.3.2 Students must offer their seats to fare-paying passengers when travelling on public transport. The Transport Authority has the right to confiscate students' Opal Cards who ignore this condition of their travel.
- 4.3.3. Students behave appropriately when travelling to and from school on public transport by refraining from loud or offensive behaviour, ensuring their belongings do not obstruct aisles or footpaths.
- 4.3.4 All complaints from the public about students behaving inappropriately are taken seriously and are investigated by the College.
- 4.3.5 Students are not permitted to place photos or videos of themselves or others onto social media sites wearing the College uniform. Consequences may occur if found to be in breach of this expectation.

## **5. Students care for and respect their College environment**

- 5 A student who wilfully defaces any part of the College shall be reported to their Head of Year. In serious cases, the student will be reported to the Deputy Principal Pastoral Care, who may contact the parents with the requirement that the damage paid for.
- 5.1.1 If a student observes another person damaging College property, they must report the matter to a member of staff immediately. Failure to do so may involve the student in any subsequent enquiries.
- 5.1.2 Eating in the classrooms is not permitted.
- 5.1.3 All food scraps should be placed in the garbage bins in each corridor and the courtyards, not in the classroom bins. Students are asked to place all personal rubbish into the bins provided. Failure to do so may result in a Notification. All waste paper is to be placed in the paper recycling bins.
- 5.1.4 Chewing gum is not permitted. Gum causes damage to clothing, flooring, furniture, and poses health risks when placed under desks, etc. A student will be issued with a Notification if they are found chewing gum.
- 5.2 Smoking is not permitted on the College campus. Monte Sant' Angelo Mercy College is a designated "No Smoking" area. Students are not permitted to bring cigarettes, electronic cigarettes, vapes, matches or lighters to school. They are not permitted to smoke cigarettes, vapes or electronic cigarettes during any school-related activity or in uniform in a public place. Parents will be informed if their daughter breaches these regulations and joint decisions will be made on the appropriate action taken. Students are reminded that it is illegal to buy cigarettes, vapes or electronic cigarettes if under 18 years of age.

## **6. The College respects students' privacy in regard to personal possessions – though conditions apply.**

- 6.1 Personal possessions are to be secured in the locker provided for each student for that purpose.
- 6.1.1 No student has the right to remove items from another student's locker.
- 6.1.2 Students must use a College issued combination lock to secure their locker. Students who are found to have lockers that are frequently unlocked will be reported to their Head of Year, who may contact their parents and issue the student with a Notification.

- 6.1.3 The College views stealing as a serious matter. Students are informed that stealing may result in suspension and/or expulsion.
- 6.1.4 Unattended or lost personal property which is found in the classrooms or in the College grounds will be taken to Reception.

**7. Sexual harassment involving students over the age of 16 is unlawful under the Federal Sex Discrimination Act 1984. The following are explicitly prohibited:**

- 7.1 Sexual harassment of a student by another adult student.
- 7.2 Sexual harassment of a member of staff by an adult student (16 years and over)

**8. Monte Sant' Angelo Mercy College is committed to providing all staff and students with a working and learning environment free from sexual harassment**

- 8.1 Sexual harassment is any unwelcome conduct, including comments, attention or contact of a sexual nature that a reasonable person would have anticipated would cause the person subjected to that conduct offence, humiliation or intimidation. This may include unwelcome touching, intrusive questions about a person's personal life or gender identity.
- 8.2 Care should be taken to avoid actions which may be viewed as sexual harassment
- 8.3 It is the duty of all staff to ensure that any sexual harassment brought to their attention or witnessed by them is addressed as soon as possible in accordance with the procedures of this Policy

**More serious offences (not an exhaustive list)**

Bullying and Harassment – refer to the College Harassment and Anti-Bullying Policy on the Parent Portal.

Drugs and Alcohol – refer to the College Substance Abuse Policy on the Parent Portal.

Smoking cigarettes or electronic cigarettes

Theft/Damage

Truancy

Prohibited Weapons

*Refer to the Discipline Guidelines and Procedures*

## **CONSEQUENCES (fully outlined in the Discipline Guidelines and Procedures)**

### **1. College Notifications**

- 1.1 Notifications are recorded on the student and parent portal and can be viewed at any time through Monte Connect.
- 1.2 If a student receives three Notifications in one semester, they are automatically issued with a lunchtime detention.

### **2. Lunchtime Detention**

- 2.1 Lunchtime detentions are held every Tuesday and Friday from 1.05 – 1.30pm in CL102. If a student fails to attend a lunchtime detention they may be issued with another Notification.
- 2.2 If a student receives a fourth Notification in one semester, they are automatically issued with a formal College Detention.

### **3. Wednesday Afternoon Detention**

- 3.1 Formal College Detentions are held every Wednesday in CL102 from 3.30pm – 4.30pm.
- 3.2 If a student receives three formal detentions in one semester, they are liable for a Saturday morning detention.

### **4. Saturday Detention**

- 4.1 All students on Saturday morning detention must wear full school uniform.

### **5. Suspension and Expulsion**

- 5.1 In-school or external suspension can follow a Saturday morning detention if a student continues to display inappropriate behaviour.
- 5.2 Expulsion.

## C. GENERAL EXPECTATIONS

### 1. College Expectations

- 1.1 Appropriate uniform and personal presentation
- 1.2 Punctuality and attendance
- 1.3 Acceptable use of technology
- 1.4 Respect for others, peers and for an 'harassment free' school
- 1.5 Respect for College resources and environment

| STEP  | GENERAL/COLLEGE  | RESPONSIBILITY   |
|---|--|--|
| <b>Step 1:</b><br><i>Inappropriate Behaviour</i>              | WARNING<br>(may be in Planner or via Acta or Assembly)   | Teacher  |
| <b>Step 2:</b><br><i>Repeated inappropriate behaviour</i>     | NOTIFICATION   | Teacher  |
| <b>Step 3:</b><br><i>Inappropriate behaviour</i>              | 3 X NOTIFICATIONS<br>↓<br>DETENTION<br>(Lunchtime on 3 <sup>rd</sup> Notification)   | Head of Year   |
| <b>Step 4:</b><br><i>Inappropriate behaviour</i>              | 4 <sup>TH</sup> NOTIFICATION<br>↓<br>AFTER SCHOOL DETENTION<br>↓<br>PARENTS INFORMED   | Head of Year<br>Director Middle School/Senior School   |
| <b>Step 5:</b><br><i>Inappropriate behaviour</i>              | FURTHER NOTIFICATIONS, AFTER SCHOOL OR SATURDAY DETENTION GIVEN<br>THIS CAN BE AN IMMEDIATE CONSEQUENCE<br>↓<br>INTERVIEW WITH DIRECTOR MIDDLE/SENIOR SCHOOL/STUDENT ENGAGEMENT<br>↓<br>INTERVIEW WITH DP PASTORAL CARE<br>↓<br>INTERNAL/EXTERNAL SUSPENSION (1-5 days)<br>↓<br>RETURN TO SCHOOL INTERVIEW (incl. parents) | Head of Year<br>Director Middle School/<br>Senior School/<br>Student Engagement<br><br>Deputy Principal<br>Pastoral Care |
| <b>Step 6:</b><br><i>Step 5 repeated – further suspension</i> | INTERVIEW WITH PRINCIPAL (to discuss future at the College)  | Principal  |

## 2. Class Expectations

- 2.1 Positive participation and respecting the rights of others to learn
- 2.2 Bringing equipment and resources required
- 2.3 Remaining on task and using class time effectively
- 2.4 Respect for the authority of the teacher

| STEP  | CLASS   | RESPONSIBILITY   |
|---|---|--|
| <b>Step 1:</b><br><i>Inappropriate Behaviour</i>              | WARNING   | Teacher  |
| <b>Step 2:</b><br><i>Repeated inappropriate behaviour</i>     | TIME OUT (in class)   | Teacher  |
| <b>Step 3:</b><br><i>Repeated inappropriate behaviour</i>     | TIME OUT (out of class)<br>for one or more lessons then return<br>to class and conditions of return<br>agreed upon<br>↓<br>PARENTS, HEAD OF DEPARTMENT AND<br>HEAD OF YEAR INFORMED BY TEACHER  | Head of Department   |
| <b>Step 4:</b><br><i>Repeated inappropriate behaviour</i>     | EXTENDED TIME OUT<br>> 1 lesson,<br>return to class on written contract<br>↓<br>MEETING WITH DIRECTOR MIDDLE<br>SCHOOL/SENIOR SCHOOL/STUDENT<br>ENGAGEMENT<br>↓<br>PARENTS, HEAD OF YEAR AND<br>DP PASTORAL CARE INFORMED   | Head of Department   |
| <b>Step 5:</b><br><i>Repeated inappropriate behaviour</i>     | AFTER SCHOOL OR SATURDAY<br>DETENTION GIVEN<br>(this can be an immediate<br>consequence)<br>↓<br>INTERVIEW WITH DIRECTOR<br>MIDDLE/SENIOR SCHOOL/STUDENT<br>ENGAGEMENT<br>↓<br>INTERVIEW WITH DP PASTORAL CARE<br>↓<br>INTERNAL/EXTERNAL SUSPENSION<br>(1-5 days)<br>↓<br>RETURN TO SCHOOL INTERVIEW<br>(including parents) | Director Middle School/Senior<br>School/ Student Engagement<br><br>Deputy Principal<br>Pastoral Care |
| <b>Step 6:</b><br><i>Step 5 repeated – further suspension</i> | INTERVIEW WITH PRINCIPAL (to<br>discuss future at the College)  | Principal  |